

Town of Rockwell
PO Box 506
Rockwell, NC 28138-0506
Phone: 704-279-2180

RULES & REGULATIONS FOR USE OF THE ROCKWELL CIVIC BUILDING - 114 South Cherry Street, Rockwell

1. Please park in the Civic Center parking lot only.
2. **DO NOT PARK IN FIRE DEPARTMENT PARKING SPACES.**
3. Clean up after you are finished with the building. Please sweep floors/mop if needed.
4. Remove and dispose of all trash and garbage before leaving the building. Please tie trash bags shut and place in trash cans outside.
5. Turn off all lights.
6. Be sure all ceiling fans are off.
7. Lock all doors when leaving building.
8. **NO ALCOHOL ON PREMISES.**
9. **PLEASE, NO NAILS, TAPE, OR PUSH PINS ON WALLS OR CEILING.**
10. **THE GRASS FIELD BETWEEN THE FIRE DEPT. AND THE POLICE DEPT. IS USED AS AN EMERGENCY HELICOPTER LANDING, DO NOT SET ANYTHING UP IN THIS AREA.**

Rental of Building is \$25.00, plus a \$25.00 refundable security deposit that will be refunded after the building has been inspected by the Town and the key has been returned by 5:00 p.m. the next business day. Any violation of the above listed rules will result in forfeit of the deposit.

**Center will be available during the hours of 8:00 a.m. – 9:00 p.m. Anyone found on the premises before or after these hours will forfeit their deposit.

**** MAXIMUM CAPACITY 40 OCCUPANTS****

The Town Board of Aldermen reserves the right to refuse usage of the building to anyone who violates any of the above rules.

NAME: _____	EVENT
	DATE: _____
	TIME: _____
ADDRESS: _____ _____	
CONTACT PHONE NUMBER: _____	AMOUNT PAID: _____
APPLICANT'S SIGNATURE: _____	
APPROVED BY: _____	